



Virus Prevention Guidelines

Email can contain worms, viruses, and spyware that may damage your computer. Below are some proactive measures that can help safeguard you from becoming a victim of a computer security incident.

- Make sure your computer runs anti-virus software. Configure your anti-virus software to automatically download updates or perform frequent manual software updates.
- DO NOT OPEN an e-mail attachment unless you know who sent it. To be completely safe, scan the attachment with your anti-virus software BEFORE you open it.
- If you receive a suspicious message, delete it immediately from your Inbox. In addition, go into the Deleted Mail folder and delete the message again to permanently remove it from your computer.
- Regularly back up your files. Should your system become infected, you won't lose your valuable data.

